

DC Commission on National and Community Service Resource Library Listing

Who may use the library? DC-CNCS subgrantees and other National Service programs serving in Washington, DC

How can I check out materials? A Resource Library Request Form must be completed for each item checked out and turned in to the Training and Technical Assistance Coordinator. Each program may check out no more than **two** materials at a time.

For how long may I borrow the materials? One month. For example, if you check out an item on February 4, it is due to the Commission by March 4. It is your responsibility to return the materials to the Commission office, 441 4th Street NW Suite 1040 South, by the due date.

To check out materials, contact Jill Saito, Training & Technical Assistance Coordinator, at (202) 727-7927 or jill.saito@dc.gov.

Title	Author	Type	Topic/Subject
101 Games for Trainers	Pike, Bob and Christopher Busse	Book	Training
101 Great Games & Activities	VanGundy, Arthur	Book	Training
101 Ideas for Volunteer Programs	McCurley, Steve and Sue Vineyard	Booklet	Volunteer Management
101 Tips for Volunteer Recruitment	McCurley, Steve & Sue Vineyard	Book	Recruitment Volunteer Management
101 Ways to Make Training Active	Silberman, Mel	Book	Training
104 Activities that Build: Self-Esteem, Teamwork, Communication, Anger Management, Self-Discovery, Coping Skills	Jones, Alanna	Book	Training
2002 National Youth Service Day Planning Tool Kit	Youth Service America	Booklet	Volunteer Management
2002 National Youth Service Day Service Learning Curriculum: 7 th -12 th Grade Educator's Guide	Youth Service America	Booklet	Service-learning
2002 National Youth Service Day Service-Learning Curriculum: Community Leader's Guide	Youth Service America	Booklet	Service-Learning
2002 National Youth Service Day Service-Learning Curriculum: K-6 Grade Educator's Guide	Youth Service America	Booklet	Service-Learning
2002 Washington Directory	Columbia Books	Directory	Washington, DC
2003 National Youth Service	Youth Service	Booklet	Volunteer Management

Day Planning Tool Kit: A Guide for Creating Effective Service Projects	America		
A Guide to Working with the Media	Corporation for National Service	Booklet	Marketing
A Matter of Survival: Volunteering By, In, and With Low-Income Communities	Points of Light Foundation	Book	Volunteerism
Active Training: A Handbook of Techniques, Designs, Case Examples, and Tips	Silberman, Mel	Book	Training
Agencies + Schools = Service Learning: A Training Toolbox	Points of Light Foundation	Manual	Service Learning
Americans Give Back: Help Answer the President's Call to Service	Corporation for National & Community Service	PSA/DVD	National Service
Americans Give Back: Help Answer the President's Call to Service	Corporation for National & Community Service	PSA/VHS	National Service
AmeriCorps Tutoring Outcomes Study	Abt Associates, Inc.	Report	Tutoring
AmeriCorps: Bridging the Digital Divide	Corporation for National and Community Service	PSA/Video	National Service
Benefits & Labor Issues Under the National and Community Service Trust Act	Nonprofit Risk Management Center	Booklet	Program Management
Best Practices for Volunteer Programs	McCurley, Steve and Sue Vineyard	Book	Volunteer Management
Building Staff/Volunteer Relations	Scheier, Ivan H.	Book	Volunteer Management
CNS Leaders Training Sustainability Participant Notebook	Campaign Consultation	Participant Guide	Sustainability
Collaboration Handbook: Creating, Sustaining, and Enjoying the Journey	Winer, Michael & Karen Ray	Book	Community building
Common Good, Common Ground: Building Commitment and Community	Lord, Stuart C, Ryan Hays, Kelly Haley & Wayne Meisel	Book	Community Building Quotes
Community Building: What Makes It Work: A Review of Factors Influencing Successful Community Building	Amherst H. Wilder Foundation	Book	Community building
Connected: Careers for the Future A Guide to International Careers for Young People of Color	Globalvision	Video	Careers
Criminal History Record Checks	Nonprofit Risk	Booklet	Program Management

	Management Center		
Criminal History Record Checks	Nonprofit Risk Management Center	Booklet	Program Management
Crisis Prevention: Effective AmeriCorps Program Management	Nonprofit Risk Management Center	Booklet	Program Management
Emergent Reader – Day One: A Demonstration of Book Buddies in Action	Invernizzi, Marcia and Connie Juel	Video	Literacy
Emergent Reader – Mid-Year: A Demonstration of Book Buddies in Action	Invernizzi, Marcia and Connie Juel	Video	Literacy
Engaging Youth in Lifelong Service	Independent Sector	Report	Volunteerism
Everyday Heroes: A Real Life Look at Youth, Race and National Service	Goldsmith, Rick & Abby Ginzberg	Video	AmeriCorps
Everyone Can Do Something	USA Freedom Corps	Video	National Service
Fundraising Ideas: Over 225 Money Making Events for Community Groups	Amos, Janell Shride	Book	Fundraising
Getting Things Started: The AmeriCorps Orientation Video	Corporation for National and Community Service	Video	AmeriCorps
Giving and Volunteering in the United States: Executive Summary	Independent Sector	Report	Volunteerism
Grants for Nonprofit Organizations: A Guide to Funding and Grant Writing	Gilpatrick, Eleanor	Book	Fund raising
Grievance Procedures for AmeriCorps*USA	Nonprofit Risk Management Center	Booklet	Program Management
Growing a Volunteer Tutor Program: Engaging Communities to Support Schools	Northwest Regional Educational Laboratory	Book	Volunteer Management Tutoring
Guide to the Smithsonian Washington, DC	Smithsonian	Video	Washington, DC
Handling Problem Volunteers	McCurley, Steve & Sue Vineyard	Book	Volunteer Management
How to Create Powerful Newsletters: Easy ways to avoid the pitfalls 80 percent of all newsletters face	Nelson, Peggy	Book	Marketing
How to Raise the Money You Need, Now! Even If There's Not Enough Staff, Money or Time for Fundraising	Smith, Becky	Book	Fundraising
How to Say It: Choice Words, Phrases, Sentences and	Maggio, Rosalie	Book	Communications

Paragraphs for Every Situation			
Inspiration to Serve: 101 Quotes about Kindness, Caring and Giving	Butcher, Shuan	Booklet	Volunteerism Quotes
Insurance Basics for Community-Serving Programs	Nonprofit Risk Management Center	Booklet	Program Management
Leadership Skills Manual for Community Leaders: Increasing Leaders Capacity to Mobilize Volunteers	Points of Light Foundation	Manual	Volunteer Management/Leadership
Legal Barriers to Volunteer Service	Nonprofit Risk Management Center	Booklet	Volunteer Management
Legal Issues for Service-Learning Programs	Nonprofit Risk Management Center	Booklet	Service-Learning
Linking IASA (Improving America's Schools Act Program) & Service-Learning: Planning, Implementation and Evaluation Guide	RMC Research Corporation	Report/Guide	Service-Learning
Linking Title I & Service-Learning: Planning, Implementation and Evaluation Guide	RMC Research Corporation	Report/Guide	Service-Learning
Lisa and Crystal: Learning to Read	LEARNS	Video	Literacy
Making Dreams Come True: Without Money, Might or Miracles	Scheier, Ivan H.	Book	Volunteerism
Making It Happen: A Teacher's Guide to Implementing Service Learning	National Helpers Network, Inc.	Book	Service Learning
Managing Volunteers within the Law	Nonprofit Risk Management Center	Booklet	Volunteer Management
Measuring the Difference Volunteers Make: A Guide to Outcome Evaluation for Volunteer Program Managers	Minnesota Department of Human Services	Book	Evaluation Volunteer Management
Measuring Up: Assessment Tools for Volunteer Programs	McCurley, Steve & Sue Vineyard	Book	Evaluation
Mind Opening Training Games: Activities to Help Groups Learn How to Learn, Tap Their Right-Brain Power and Think "Outside the Box"	Davies, Rex and David McDermott	Book	Training
National and Community Service: Making the Vision Succeed in the 21 st Century	Corporation for National Service	Report	National Service
Negotiating the Legal Maze to Volunteer Service	Nonprofit Risk Management Center	Booklet	Volunteer Management

On Leadership	Gardner, John	Book	Leadership
Passionate Volunteerism	Bradner, Jeanne	Booklet	Volunteerism
Power of One	Earth Communications Office	Video	Motivational
Principles for High Quality National Service Programs	Corporation for National Service	Booklet	Program Management
Recognizing Volunteers: The Art, The Science and a Gazillion Ideas	Vineyard, Sue	Book	Recognition Volunteer Management
Reflection: The Key to Service Learning	Young Citizens	Book	Service Learning
Secrets of Motivation: How to Get & Keep Volunteers & Paid Staff	Vineyard, Sue	Book	Volunteer Management Recruitment
Secrets of Successful Fundraising: The Best from the Nonprofit Pros	Weisman, Carol	Book	Fundraising
Seniors Leading the Way: Making Service an Expectation for All	Senior Corps	Video	Senior Corps
Service-Learning Student's Guide & Journal	Schoenfeld, Robert Max	Journal	Service-Learning
Special Legal Issues for AmeriCorps*USA	Nonprofit Risk Management Center	Booklet	Program Management
Team Games for Trainers	Nilson, Carolyn	Book	Training
Telling Stories of Self-Trust and Hope: A Tool for Engaging Youth in Community Change	Harwood Institute	Booklet	Youth
The Foundation Center's Guide to Grantseeking on the Web	Foundation Center	Book	Fundraising
The Foundation Center's Guide to Proposal Writing	Foundation Center	Book	Fundraising
The Great Trainer's Guide: How To Train (Almost) Anyone To Do (Almost) Anything	Vineyard, Sue	Book	Training Volunteer Management
The Season of Hope: A Risk Management Guide for Youth-Serving Nonprofits	Nonprofit Risk Management Center	Book	Risk Management
The Winning Trainer: Winning Ways to Involve People in Learning	Eitington, Julius	Book	Training
Tools for Team Leaders on the Go	City Year	Booklet	Teambuilding
Training Busy Staff to Succeed with Volunteers	Stallings, Betty B.	Book	Volunteer Management
Volunteer Management: Mobilizing all the Resources of the Community	McCurley, Steve and Rick Lynch	Book	Volunteer Management
What We Learned (The Hard	Lee, Jarene Frances &	Book	Volunteer Management

Way) about Supervising Volunteers	Julia M. Catagnus		
Yolene and Blayn: Reading Comprehension	LEARNS	Video	Literacy
Young and Old Serving Together: Meeting Community Needs Through Intergenerational Partnerships	Generations United	Booklet	Intergenerational Service
Youth Consultants: Putting it All Together	National Dropout Prevention Center	Video	Service-Learning